



REOPENING GUIDANCE MANUFACTURING

Recommendations for Manufacturing Industry

- Conduct routine HVAC maintenance and change air filters
- Cleaning staff should clean and disinfect all areas including theaters, offices, bathrooms, and concessions areas, focusing especially on frequently touched surfaces
 - Clean dirty surfaces with soap and water
 - Next, disinfect surfaces using products that meet [EPA's criteria for use against SARS-Cov-2](#), the virus that causes COVID-19, and that are appropriate for the surface
 - Follow the manufacturer's instructions for all cleaning and disinfection products for concentration, application method, contact time, and required personal protective equipment (PPE)
- Periodically perform worksite assessments to identify COVID-19 risks and prevention strategies

Recommendations To Help Protect Staff and Visitors

- [Follow CDC guidance for cleaning and disinfection, handwashing, social distancing](#)
- Follow CDC guidance for cleaning and disinfection, handwashing, and social distancing
- Identify a qualified workplace coordinator who will be responsible for COVID-19 assessment and control planning; all workers should know how to contact the coordinator with COVID-19 concerns
- Modify workstations, including processing lines, to allow workers to remain at least 6 ft apart
- Use strip curtains, plexiglass, or similar materials as barriers to separate workers
- Screen employees before entering the building for symptoms such as fever (100.4°F), cough, sore throat, loss of taste or smell, shortness of breath, or known close contact with a person who is lab-confirmed to have COVID-19

- Have employees wash hands when entering the building and provide hand sanitizer at accessible locations
- Using floor tape or visual markers to ensure staff are practicing social distancing especially in areas where lines may form
- Place handwashing stations or hand sanitizers with at least 60% alcohol in multiple locations to encourage hand hygiene if possible, choose hand sanitizer stations that are touch-free
- Visibly place signage to encourage frequent hand washing and other ways to help stop the spread
- Require all employees to wear face coverings such as a mask, cloth mask, bandana, scarf or shield to protect others
- If using gloves, make sure gloves are in good condition, no holes or visible dirt
- Change gloves often or after each task, washing hands each time gloves are changed
- Reduce crowding by installing more clock in/out stations that are spaced apart
- Minimize air from fans blowing from one worker directly at another
- Keep in-person meetings as short as possible, limit the number of workers in attendance, and use social distancing practices
- Be flexible with hours; try staggered shifts, reducing the number of employees arriving and leaving at the same time
- Make sure everyone is trained on how to properly put on, use, and take off protective clothing and gear
- Avoid using other employees' phones, desks, offices, or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use

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Planning for Absenteeism

- Determine how you will operate with a reduced staff if employees cannot work due to illness, staying home to care for sick family members and those who must stay home to watch their children
- Prepare to institute flexible workplace and leave policies
- Cross-train employees to perform essential functions, so the workplace can operate even if key employees are absent

Free COVID-19 Testing is Available for Everyone

We encourage business owners and employees to get free testing at a testing site. The updated online self-assessment tool is confidential and designed to serve the public in the Greater Houston area. To register for testing, visit <http://covidcheck.hctx.net/>. For those who do not have access to the online tool, call **832-927-7575** to get scheduled for testing. Free testing is available regardless of citizenship status and for those who are uninsured.

Employees should **not** return to work if they are sick. If an employee has a sick family member they live with or has been near an ill person, they should notify their employer immediately.

Please go to www.hcphtx.org for any additional information on how to keep yourself or employees safe during this pandemic.

*People at higher risk for severe illness are those who are 65 or older, especially those with chronic lung disease; moderate to severe asthma; chronic heart disease; severe obesity; diabetes; chronic kidney disease undergoing dialysis; liver disease; or weakened immune system.

Additional Information is Available

[OSHA](#)

[The Governor's Report to Open Texas](#)

[CDC Business & Employer Resources](#)

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